

SPECIAL ORDER NO. 12

March 18, 2009

**SUBJECT:** ELIMINATION OF ARREST REPORT FOR FELONY WARRANT  
ARRESTS WITHOUT AN OPEN CHARGE AND CLARIFICATION OF  
ARREST REPORT PROCEDURES FOR PAROLE/PROBATION HOLDS

**EFFECTIVE:** IMMEDIATELY

**PURPOSE:** This Order eliminates the requirement that officers complete an arrest report for felony warrant arrests not involving an open charge. This Order also clarifies arrest report procedures for parole/probation holds.

Felony warrants include any felony warrant issued by a court of competent jurisdiction. As probable cause to arrest has already been determined by the courts, arrest reports for felony warrants are not legally required. Further, the lack of an arrest report does not negatively impact the administration of justice.

**PROCEDURE:** Arrest reports are no longer required for felony warrant arrests not involving an open charge. Officers shall articulate the legal justification for the initial contact with the suspect(s) arrested on a felony warrant in the narrative portion of the arrestee's required Field Interview (FI Card), Form 15.43.00. Arresting officers shall proceed as follows:

I. **FELONY WARRANTS.** For felony warrant arrests, including parole/probation warrants, officers shall submit the following to the watch commander (WC) or his/her designee:

- \* Arrest Report "Face Sheet", Form 05.02.00;

**Note:** The "Approval/Reporting Officers" section must still be completed, including the "Supervisor Approving Report" box.

- \* Investigator's Final Report, Form 05.10.00;

**Note:** Officers must still comply with procedures for the completion of the Investigator's Final Report outlined in Department Manual Section 4/775.20.

- \* Copy of the Warrant Information Sheet (WIS) or abstract for warrants issued within California; and,

- \* Booking Approval, Form 12.31.00.

**Note:** Parole/probation **holds** are different from parole/probation **warrants**. Parolees at Large (PALs) are considered parole warrant suspects. Parole **holds** require an arrest narrative.

**II. 1551.1 PC FUGITIVE ARRESTS.** For 1551.1 PC Fugitive arrests, officers shall submit the following to the WC or his/her designee:

- \* Arrest Report "Face Sheet";
- \* Disposition of Arrest and Court Action, Form 05.09.00;
- \* Investigator's Final Report;
- \* Probable Cause Determination (PCD), Form CRIM 064;
- \* National Crime Information Center (NCIC) printout; and,
- \* Booking Approval.

**III. PAROLE HOLDS.** For parole holds, officers shall submit the following to the WC or his/her designee:

- \* Arrest Report "Face Sheet";
- \* Investigator's Final Report;
- \* Arrest narrative;
- \* Copy of parole hold authorization from the California Department of Corrections and Rehabilitation; and,
- \* Booking Approval.

**IV. PROBATION HOLDS.** For probation holds, officers shall submit the following to the WC or his/her designee:

- \* Arrest Report "Face Sheet";
- \* Investigator's Final Report;
- \* Arrest narrative;
- \* PCD Form;
- \* Copy of probation hold authorization from the Los Angeles County Probation Department; and,
- \* Booking Approval.

**Note:** The Consolidated Criminal History Reporting System (CCHRS) printout, Criminal Identification and Information (CII) printout, Department of Motor Vehicles (DMV) history, and City Attorney's Disclosure Statement are not required for felony warrant arrests, 1551.1 PC fugitive arrests, parole holds or probation holds.

V. **EXCEPTIONS.** An arrest narrative shall be completed under the following circumstances:

- \* Arrests involving a use of force;
- \* Evidence recovered as a result of the arrest;
- \* If arrestee receives injuries which could be attributed to the officers;
- \* Aggravated or unusual circumstances; and,
- \* At the direction of the watch commander.

**AMENDMENTS:** This Order amends Sections 4/725.48 and 5/05.02.00 of the Department Manual.

**AUDIT RESPONSIBILITY:** Bureau commanding officers shall monitor compliance with this Order in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON  
Chief of Police

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